



**LAKE COUNTY, FLORIDA  
DEPARTMENT OF GROWTH MANAGEMENT  
PLANNING & COMMUNITY DESIGN**

**CONDITIONAL USE PERMIT APPLICATION  
SECTION 14.05.00**

Staff Planner Intl: \_\_\_\_\_

Date: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Public Hearing Number: \_\_\_\_\_

1. Project name: \_\_\_\_\_

2. Applicant's name: \_\_\_\_\_

Mailing address (complete) : \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

Status: Owner \_\_\_\_\_ Optionee \_\_\_\_\_ Agent \_\_\_\_\_ Purchaser \_\_\_\_\_

3. Owner's name: \_\_\_\_\_

Mailing address (complete) : \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_

4. The property is generally located in the vicinity of the following streets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Area of property: \_\_\_\_\_ Sq. Ft. Acres: \_\_\_\_\_

6. Does property have central water & sewer? Yes \_\_\_\_\_ No \_\_\_\_\_

Individual well and septic? Yes \_\_\_\_\_ No \_\_\_\_\_; or

Explain how services will be provided: \_\_\_\_\_

7. **Affordable Housing Projects:** Estimated value of structure(s) and land for each lot.

Structure(s): \$\_\_\_\_\_ + Land \$\_\_\_\_\_ = \$\_\_\_\_\_. If the combined value is equal to or less than 80% of the median price of a home in the Orlando MSA and/or at least 30% of the dwellings in each phase are affordable, the Project qualifies for expedited review.

8. Present Zoning of property: \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_

9. List existing structure(s) located on site and use(s). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Please describe the use for the property. \_\_\_\_\_

11. Is this application, for the above, being requested due to any Code Violation(s)? Specify the basis or reason(s) for this request. \_\_\_\_\_
12. Has any previous application been filed in connection with this property?  
YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, give the application or ordinance number and briefly describe the nature and outcome of the request. \_\_\_\_\_
13. If the project is to be developed in phases, give a brief description of how it will be phased or attach a legible descriptive document. \_\_\_\_\_
14. Please attach the exact legal description for the property being petitioned. Please attach or affix a copy of a warranty deed, tax receipt or current property record card (a property record card may be obtained at the Property Appraiser's office) describing the property for which this Conditional Use Permit is being applied.

**Staff To Complete:**

Existing Zoning: \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_

Applicant is requesting a Variance to the following sections of the Lake County  
Development Regulations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Planning Area: \_\_\_\_\_

Utility Area: \_\_\_\_\_

Utility Service Area: \_\_\_\_\_

Public Utilities: \_\_\_\_\_

Commission District: \_\_\_\_\_

## OWNER'S AFFIDAVIT

STATE OF FLORIDA)

COUNTY OF LAKE)

BEFORE ME, the undersigned authority personally appeared \_\_\_\_\_,  
who being by me first duly sworn on oath, deposes and says:

1. That he/she is the fee-simple owner of the property legally described and attached to this application.
2. That he/she desires a Conditional Use Permit to accomplish the above desired request, as stated on Page One of this Application.
3. That he/she has appointed \_\_\_\_\_ to act as Agent in their behalf to accomplish the above.

\_\_\_\_\_  
(Owner's Signature)

STATE OF FLORIDA

COUNTY OF LAKE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by  
\_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification and who did \_\_\_\_ or did not \_\_\_\_  
take an oath.

\_\_\_\_\_  
Notary Public (Signature)

(SEAL)

\_\_\_\_\_  
Print or type Notary Name

Commission (serial) Number \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTE:**

All Applications shall be signed by the Owner(s) of the Property, or some person duly authorized by the Owner to sign. The authority authorizing such person other than the Owner to sign MUST be attached.

## APPLICANT'S AFFIDAVIT

STATE OF FLORIDA)

COUNTY OF LAKE)

BEFORE ME, the undersigned authority personally appeared \_\_\_\_\_,  
who being first duly sworn on oath, deposes and says:

1. That he/she Affirms and Certifies that he/she understands and will comply with all Ordinances, Regulations, and Provisions of Lake County, and that all statements and diagrams submitted herewith and attached hereto, are true and accurate to the best of their knowledge and belief, and further, that this application and attachments shall become part of the Official Records of Lake County, Florida, and are **Not Returnable**.
2. That he/she desires a Conditional Use Permit for the use as proposed \_\_\_\_\_  
\_\_\_\_\_ for  
the property legally described on this Application.
3. That the submittal requirements for this Application, which are attached hereto, have been completed and attached hereto as part of this Application.
4. That the sign cards that are posted by the Growth Management Department, on or after the first-working day of the following month, after submittal of this Application, will remain posted until the Public Hearing of the Planning and Zoning Commission and the Board of County Commissioners. After final determination by the Board of County Commissioners, the sign cards shall be removed and destroyed.

\_\_\_\_\_  
(Applicant's Signature)

STATE OF FLORIDA

COUNTY OF LAKE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by  
\_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification and who did \_\_\_\_ or did not \_\_\_\_  
take an oath.

\_\_\_\_\_  
Notary Public (Signature)

(SEAL)

\_\_\_\_\_  
Print or type Notary Name

Commission (serial) Number \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## PROCEDURES

1. Applications shall be submitted to the Department of Growth Management not later than the first (1st) day of each month in order to be considered for public hearing during the third (3rd) month following. **Affordable housing projects shall be granted a 15 day extension in the filing deadline.**
2. Upon receipt of an Application, the Department of Growth Management shall advertise the request for a public hearing in accordance with the following:
  - a. PUBLICATION - At least fifteen (15) days in advance of the public hearing before the Zoning Board, a notice shall be published in a newspaper of general circulation in the County. Said notice shall state the date, time and place of public hearing, and nature of the matter to be considered at said hearing, for both the Planning and Zoning Commission and the Board of County Commissioners.
  - b. MAIL - The **Growth Management Department** shall provide the names and addresses of the owners of all real property contiguous to and within 300 feet of the perimeter of the Applicant's property. The names and addresses shall be determined by reference to the latest approved Ad Valorem Tax Roll. The County Manager or designee shall mail notices to such property owners. Mailing of said notice shall be considered notice.
  - c. POSTING OF NOTICE - After an application has been filed, the **Growth Management Department** shall cause a sign or signs to be posted on the property concerned. The sign or signs shall be located in the most conspicuous place to the passing public. In addition, signs shall be posted on the public access roads and County Road(s) closest to the property concerned. **In those cases where the property has not been properly posted, the Board may POSTPONE or DENY the application without prejudice.**
3. Beginning at 9:00 A.M., on the first (1st) Wednesday of the third (3rd) Month after submittal of the Application, the Planning and Zoning Commission shall hold a public hearing to consider the request, and shall recommend to the Board of County Commissioners that the Application be approved or denied.
4. The Board of County Commissioners shall hold a public hearing on the fourth (4th) Tuesday of that same month to consider the recommendations of the Planning and Zoning Commission, at which time a final decision will be made.

## APPLICATION FILING FEES

**Conditional Use Permits:** (select one from A thru D)

A.Caretakers in light manufacturing  
and agriculture/home occupation and greenhouses [*CUPC*\*) \$ 750.00\_\_\_\_\_

B.CUP for All Others [*CUPC*\*) \$750.00 + \$ 7.50 per acre\_\_\_\_\_

C.Conditional Use Permit Amendment [*CUPM*\*) \$400.00\_\_\_\_\_

D.Conditional Use Permit Revocation/Termination [*CUPR*\*) \$100.00\_\_\_\_\_

(All applications listed above are required to pay the Legal Advertising Fee and Notification Fee)

**Legal Advertising Fee** [*LAF*\*) \$30.58 + \*\$3.08 per line of legal describing the property\_\_\_\_\_

\*the staff will count the number of lines (including blank lines) on the sketch of description or the boundary survey and multiply by \$3.08

**Notification Fee** [*NFEE*\*) \$ .41\_\_\_\_\_

(\$0.41 cents will be charged for all real property contiguous to and within 300 feet of the perimeter of the Applicant's property.)

**Concurrency Test** [*CTC*\*) \$260.00\_\_\_\_\_

(This fee will not apply if the applicant submits an Affidavit of Deferral.)

**Waiver – Central Water and/or Sewer Service** – [*WAV*\*) \$250.00\_\_\_\_\_

(This fee will apply if the applicant is requesting a waiver.)

**Fire Review**

Fire Review Fee [*FDF*\*) \$164.00\_\_\_\_\_

**Public Hearing Applicant Initiated Postponement** [*ZFB*\*) \$100.00\_\_\_\_\_

Please note: Conditional Use Permit Applications may be subject to development staff review prior to actual development. Additional review fees may be applicable. Please contact the Development Review Supervisor upon approval by the Board of County Commissioners.

### CHECKLIST

The following required information shall be submitted when applying for a Conditional Use Permit.

- \_\_\_ 1. General Application Form.
- \_\_\_ 2. Copy of the Tax Receipt or Property Record Card and the latest recorded Warranty Deed showing who the current fee-simple title holders of the property are.
- \_\_\_ 3. A Boundary Survey or Sketch of Description is required of the property proposed for rezoning, certified by a professional land surveyor dated within six months of the application submittal. The legal description should appear on the face of the survey or description.
- \_\_\_ 4. Plot plan, drawn to an appropriate scale, showing the following information:
  - \_\_\_ a. Project name.
  - \_\_\_ b. North arrow, date and scale.
  - \_\_\_ c. Name, address and telephone number of the owner and applicant.
  - \_\_\_ d. Property lines and contiguous street(s).
  - \_\_\_ e. Location and dimensions of all existing and proposed structures, indicating their intended use and setback distances from all property lines and roadways.
  - \_\_\_ f. Existing and proposed means of vehicular ingress and egress to the property.
  - \_\_\_ g. Location of off-street parking and loading areas, showing the number of spaces, and the dimensions of access aisles and driveways.
  - \_\_\_ h. Location of all buffers, screens, walls and fences, indicating their height and type of materials used.
- \_\_\_ 5. Utility availability and or nonavailability letter for central water and or sewer
- \_\_\_ 6. Affidavit of Deferral and/or Concurrency Application
- \_\_\_ 7. Any other information deemed necessary to establish compliance with this and other ordinances.
- \_\_\_ 8. APPLICATION FEES

*Make checks payable to the **LAKE COUNTY BOARD OF COUNTY COMMISSIONERS***

**A 1% service charge will apply if paying by credit card.**

**Intake Initials:** \_\_\_\_\_ **Date/Time Rec.** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**CHECKLIST VERIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_